



Ryan White Title I HIV Health Services Planning Council

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PLANNING COUNCIL MEETING MINUTES

Thursday, June 10, 2004

4:00 p.m. to 6:00 p.m.

Maricopa Medical Center
2601 E. Roosevelt Street

Approved

The following provides a written summary of the minutes recorded. To listen to the official recorded minutes, contact Planning Council Support. The tape(s) will be provided for review.

MEMBERS, GUESTS and STAFF

Marc Allan	Debbie Elliott	Eric Moore
Susan Attiah	George Garcia	David Paquette
Erica Avery	Damon Gunn	Jean Penial
Michelle Barker	Abby Hernandez	Tara Radke
Elaine Brown	Robert Horton	John Sapero
Donna Bryant	Barr Jenkins	Larry Stähli
James Bryant	Lonnie Jones	Keith Thompson
Juan Carrasco	Mark Kezios	Cynthia Trottier
Daniel Cornell	Gregg Levendoski	Clarence Tucker
Marti Cutler	Abby McEd	Carol Williams
Carolina Daniel	Michael Mangen	Kimberly Bickes

Absent:

Stephen O'Dell (ex)	Jonathan Weisbuch (ex)	Helen Lansche (ex)	Deborah Frusciano (ap)
Nova Lawson (ex)	John Murray (ex)	Randall Furrow (ex)	

(ex = excused absence, ap = absent, alternate present)

WELCOME, INTRODUCTIONS, and INFORMATIONAL ITEMS

Ms. Bryant called the meeting to order at 4:10 p.m. welcoming attendees and requesting a roundtable introduction by everyone present.

DETERMINATION OF QUORUM AND REVIEW OF MINUTES

Ms. Bryant noted that a quorum was present and requested comments for the May 13, 2004 Planning Council Meeting minutes submitted for approval. A request was made to add Dr. Weisbuch's name as an attendee in addition to a deletion on page three, under the Chair Update, third bullet, last sentence, delete "who". The sentence then reads as: "Anyone interested in attending was asked to list their name on the sign-up sheet." A change was also requested on page 6, third bullet, last sentence to read: "A change in supply has resulted in a reduction of wellness services at this time."

Mr. Moore made the motion to approve the May 13, 2004 Planning Council Meeting minutes with the changes noted above; Mr. Kezios seconded the motion.

OUTCOME: The motion passed with one abstention.

ADMINISTRATIVE AGENT UPDATE

Mr. Paquette explained historically the Planning Council receives notice by July of changes in supply which can activate funding for redirection as needed. Mr. Paquette has not received notification.

The Spanish version of the Consumer Guide is in the process of being edited.

Mr. Stähli made a request for Mr. Paquette to investigate complaints from consumers regarding food box services.

COMMUNITY PLANNING GROUP (CPG) UPDATE

- The next CPG meeting will be on July 13, 2004 at the Trinity Episcopal Cathedral, which is located at 100 W. Roosevelt Street, Phoenix from 5:00 p.m. to 7:30 pm. For information about CPG, call (602) 506-6005. Mr. Jenkins said the CPG group meets every other month. The CPG group will not meet in June.
- Mr. Pawlak explained everything is moving slowly since Ms. Diefenbach left the coordinator position.

PRESENTATION – NAPWA TRAINING

The presentation on the National Association of People with Aids was cancelled because Mr. O'Dell was unable to attend the meeting today.

Mr. Levendoski attended the HRSA Conference in Santa Fe, New Mexico from April 28th through May 2nd. Mr. Levendoski thanked the Planning Council for the opportunity to attend the HRSA training.

Highlights of the training included learning how to identify ground rules to work effectively; an Ryan White Care Act overview on goals, guiding principles, and scope of program; the funding process of the Title 1 Program; and how the Ryan White Care Act Programs are administered.

Mr. Levendoski also received overviews on the cycle of annual planning; collaborative roles between the Planning Council and support staff; how to use data comfortably; laws, requirements, and expectations; roles for the needs assessment; the importance of estimating needs; the annual priority setting process; requirements for resource allocations; how to work as a group; the possible reasons why consumers become disengaged from the Planning Council; and real time case management.

Mr. Levendoski described the key concept highlighted at the conference as pre-enrollment. Even if you are not in need of the service at this time – ENROLL – if you do need the service in the future you are pre-enrolled and ready to begin. Many services allow on-line registration. Las Vegas is one area that allows pre-registration.

Ms. Bryant announced that the two-day capacity training has been postponed and will not be available in June.

CHAIR UPDATE

Co-Pay Presentation: Ms. Bryant announced that the presentation by the Maricopa Integrated Health System on co-pays for services was cancelled and would not be presented today. Mr. Paquette explained that services will not be denied regardless of whether a co-payment is provided. The issue is a creative way of providing additional services. A co-pay is a means to generate revenue to provide additional services to the community rather than relying on sole funding through Title 1. As always the goal is to provide the highest quality of services without restrictions to the community. Ms. Barker clarified that co-pays are being enacted for services through the McDowell Clinic. Mr. Kezios reaffirmed through Mr. Paquette that no one will be denied services because they are unable to provide a co-payment. Mr. Paquette clarified that the purpose of the Care Act is to provide services to the underserved community.

Project Officer Conference Call: Members can expect an update by mid-July.

Grant Feedback: Regarding scoring factors for sections one and two: These two sections rate whether required materials are included with the grant proposal. There is no evaluation other than whether the checklist of materials is complete or not - hence, there is no feedback offered.

Annual Schedule: We are a little behind on allocations as we head into the vacation season. The Allocations Meeting is back on schedule with a meeting scheduled on June 24th from 11:30 a.m. – 1:30 p.m. at the HIV Care Directions, 1366 E. Thomas Road.

Meeting Location Change: Maricopa Integrated Health System Auditorium Rooms are not available on July 8th – the Planning Council Meeting will meet at HIV Care Directions, 1366 E. Thomas Road instead.

National HIV Testing Date: Mr. Kezios announced the National HIV Testing Day is June 27th with many national TV events being planned. Please share your planned event knowledge with the membership.

Assessment of the Administrative Mechanism: Please contact Ms. Hernandez for availability for offering a survey for service categories in addition to a survey specific to planning council members. There are two separate surveys available.

Quality Management Update: The quality management update is scheduled for June 16th.

COMMITTEE UPDATES

Allocations

Mr. Kezios did not report today on allocations.

Community Planning & Assessment

Larry Stähli reported HRSA requires a periodic update of comprehensive plans and submitted proposed changes to the Council for review. Mr. Paquette provided a short overview explaining the changes relate to technical correctness, changing the spelling of names, possible changes to organization charts but without changing the thought, approach, or concept.

A motion was made by Mr. Kezios to accept the comprehensive plan as submitted with Ms. Elliot seconding the motion.

OUTCOME: The motion passed with one opposed vote and one abstention.

Consumer Advocacy

Ms. Trottier was happy to announce the Planning Council informational brochure is in the finished product stage and a flyer will be released shortly in English and Spanish promoting Planning Council activities.

Evaluation

Mr. Horton said the Evaluation Committee met in May. Three goals were drafted. The first goal is to update a realistic action plan which allows leeway. The second goal is to identify key individuals to join or assist the evaluation committee to develop standards. Mr. Horton hopes to have additional members in July. The last goal was to arrange training next Tuesday, June 15th at 1:00 p.m. covering what is an evaluation and developing an expanded focus on how to set protocols on what constitutes a discussion item for committees. Mr. Horton has developed excellent evaluation material for the training. The training will be at The Department of Public Health, 1845 East Roosevelt Street, Phoenix, Arizona 85006 unless a larger facility is required to assist attendees. Please contact Mr. Horton at 602-322-6092 to register for this training.

Membership

Mr. Stähli reported that the Membership Committee met on June 2nd and was happy to announce the addition of one new member. The Council has lost two members and is now at forty members. The Council remains under represented by HRSA guidelines in Hispanic and Caucasian men. The next Membership Meeting will be on July 7th.

Rules

Mr. Moore explained in accordance with the Rules Committee policies and procedures, By-Laws are reviewed annually. The By-laws are approached as a living document. The recommended changes are: Delete Section 1, on page 1, after ARTICLE 1 – NAME. Under ARTICLE IV, Section 7, Resignation by Absence, add the word Unexcused before the first word Absences.

Under ARTICLE VI – Section 1, the Executive Committee, after Past Chair add “who shall be a current Planning Council member”. Under ARTICLE VII, Section 1, add the sentence “A vacancy in any elected office, other than Planning Council chair, shall be filled for the unexpired term by a special election. Under ARTICLE X, Section 5., e., add in the first line after The, “Evaluation Committee”. Under ARTICLE XIII, Section 2., add as the first word “Grievances”. Under Section 3., capitalize May, Grieve, and Decisions, and delete the colon, and insert a period. Under Section 4, after who, capitalize Shall, Resolve and Disputes, and replace the colon with a period. Under Section 5., capitalize Binding, Mediation, and Procedures, and after within in the third sentence, change 5 business days to “ten (10)” business days. Under section 5.a., insert the numerical number 2 in the first line after the written two “(2)”. Under section 5.b., the last line, insert the word “ten” after within. Under section 5.f., second line, insert the word “ten” after within, and on the third line insert “five” after within, in line three. Under section 6, second line, insert a numerical number after five “(5)”. Under Section 6.a., first line insert “(2)” after the word two. Under Section 6., b., this line will read as follows: “An arbitrator shall be selected as outlined under Section 4 of this Article within ten (10) business days. Under Section 6., e., the second sentence after later, change that to “than”. Under Section 7, after Rules, capitalize For, Grievance, and Process, and change the colon to a period. Insert immediately “The following ground rules shall apply to the entire grievance process: Under Section 7, b., after within add, “ten (10)” and delete “five”. Under ARTICLE XIV, Section 8, second sentence, add after provide, “Planning Council” and capitalize the next word “Support”. The last change is reflected under ARTICLE XVIII, third sentence after status, add “or sexual and gender orientation”.

Ms. Elliot asked who is the community at large mentioned in the By-Laws and who legislates what is considered respectable. Mr. Moore said this information is part of the Oath of representation given by the Maricopa County Board of Supervisors. Mr. Moore also suggested members consider decorum of conduct as a rule at the Planning Council and Executive Committee Meetings for appropriate conduct.

A motion was made by Mr. Stähli to accept the presented changes to the Planning Council By-Laws as presented, and to forward these changes to the Maricopa County Board of Supervisors for approval.

OUTCOME: The motion passed by a two-thirds majority.

The next meeting will be on June 23, 2004 at noon at the Grunow Building, 926 East McDowell Road, Phoenix, AZ 85006. Items to be discussed are the policies and procedures and the evaluation committee for policies and procedures.

PLANNING COUNCIL COMMUNITY UPDATES

The Planning Council is without support at this time. Ms. Hope is no longer with the Planning Council, having taken a position with the Bio-Defense Preparedness and Response Program. You may contact Mr. Garcia at 602-506-2540 for Planning Council related questions. The Planning Council has an E-mail address for questions at: planningcouncil@mail.maricopa.gov

Mr. Bryant spoke to the Planning Council about a pilot program designated for positive heterosexuals to alleviate the fear of identification in the community. This pilot group meets every Thursday afternoon from 2:00 p.m. to 3:30 p.m. at the Ebony House at 320 McDowell, Phoenix, AZ 85004 on the 2nd floor.

Ms. Elliott said Arizona Health Care Cost Containment Services is on a faster track for denial of services which speeds up the eligibility process for services through Ryan White Title 1.

Ms. Barker said she has received applications for professional behavioral therapists and has increased the number by one professional who will be providing services through insurance plans.

A recruitment process has begun at the McDowell Clinic for a replacement dentist.

A minority aid initiative is being developed as a training module for competencies for Native American Groups. The concentration has been focused on the Native American Groups representing the Southern Area of Arizona. This training initiative will offer the opportunity to provide insight for these cultures. A suggestion was made to offer the training concept to the Planning Council at the suggestion of Ms. Jones. Mr. Kezios suggested a smaller venue of real providers as a better approach.

Mr. Tucker requested help with an educational module for the EMS section of the Fire Departments on sensitivity training for the International Fire Fighters. Ms. Bryant requested assistance for first responders that would be culturally appropriate, with APEC providing the necessary funding. Each module must be eight minutes in length.

Ms. Bryant requested recognition and thanks to Ms. Hope for her dedication and assistance to the Planning Council.

CALL TO THE PUBLIC

Mr. Paquette called for nominations for the Brian Hanna Award of Excellence. Mr. Hanna passed away over a year ago and this award is presented in his honor. Nomination forms have been circulated to the membership. Please contact Mr. Paquette at 602-506-6214 if you need a nomination form.

Ms. Bryant announced that a Pediatric Aids Gallery is requesting donations in the amount of \$620.00. Funding is available through the Planning Council if other resources are not available. Please contact Ms. Bryant if you are interested in this event.

ADJOURN

The meeting adjourned at 5:45 p.m.